



KANDAHAR AIRFIELD

TENANTS' FORUM



05 MARCH 2013



Safety Instructions

Please ensure your Cell Phones are either switched off or silenced

- **Fire Safety:** In the event of fire please use the Main Door to EXIT and assemble in the open area on the south side of All American BLDV.
- **Rocket Attack:** In the event of Rocket Attack drop down flat on the floor for 2 minutes. After 2 minutes, EXIT through the Main Door and move into the shelter to your right.
- Water is available in the fridge at the back of the Fest Tent.
- Tenants' Forum PP Presentations will be uploaded on the Internet. Please visit **GOOGLE** and Type "**COMKAF SOP**".



Introductory Remarks

Deputy Commander Kandahar Airfield





COMKAF Legal Advisor

Kandahar Airfield





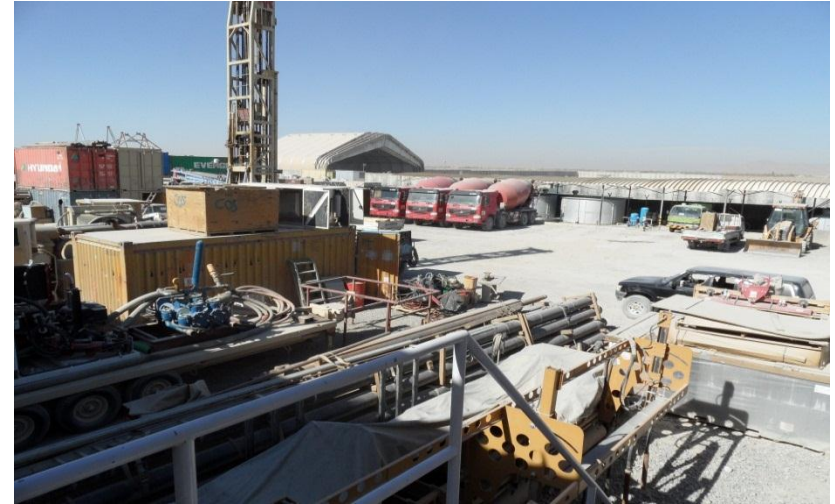
Agenda Points

Topic	Presenter
Introductory Remarks	DCOMKAF
Contractor Demobilisation	COMKAF LEGAD
KAF Land Return Guidance	COMKAF Estates Officer
Common Issues with Contractors' Compound	COMKAF Fire SO
COMKAF Task Force Inspection	COMKAF CJ4 Chief
KAF Badging Procedure	G3 PPO
Actions on IDF Attack and Flight Line Security	COMKAF BSG
Introduction to US 652nd RSG	US 652nd RSG
Questions / Answers	All
Closing Remarks	COMKAF LEGAD



KAF CONTRACTOR DEMOBILISATION

- In the next 12-18 months we will see an increase in retrograde activity in line with a reduction in contractor numbers.
- Proactive planning and communication is essential.
- Number of COMKAF led initiatives to support this activity such as; FRAGOs for accountability and location returns, TF Inspections and Tenants' Forum.





CONTRACTOR DEMOBILISATION PROCEDURE

The revised SOP 400 states:

- The prime contractor is responsible for demobilising its workforce, including subcontractor employees and equipment out of the theatre (at all tiers).
- Oversight of the demobilisation is between the NSE / Sponsor and COMKAF. It is to be executed through NSE / Sponsor Contractor Demobilisation Group (CDG).
- NSE / Sponsor will notify the contractor that at 120 days from the expiration of the contract, the contractor must provide a demobilisation presentation at the next CDG.



CONTRACTOR DEMOBILISATION PROCEDURE

NSE / Sponsor CDG – The contractor MUST provide the following during the CDG:

- ❖ PERSTAT showing all employees currently on KAF.
- ❖ Details of single POC on KAF.
- ❖ Land Return Programme.
- ❖ Plan to remove equipment out of the theatre.
- ❖ Handover Plan of RLS.
- ❖ Plan to deregister all vehicles.
- ❖ Departure schedule of all employees by date.
- ❖ Plan to coordinate RONCO and G3 PPO to return KAF Badges 24 hrs before departure.



CONTRACTOR DEMOBILISATION PROCEDURE

At the **90 day mark** the contractor **MUST** provide the NSE / Sponsor with plane tickets to return all non local national employees to their country of origin. Should an employee find work with another contractor, the company may retrieve the ticket for that employee once the hiring company has added the employee to their PERSTAT.





CONTRACTOR DEMOBILISATION PROCEDURE

Prior to departure the contractor will:

- ❖ Deregister all vehicles and return Fuel Cards.
- ❖ Ensure outstanding debts cleared and RLS returned.
- ❖ Ensure equipment removed and land remediated.
- ❖ Ensure all employees depart KAF unless formally permitted to stay otherwise.





CONTRACTOR DEMOBILISATION PROCEDURE

Prior to departure the contractor will:

- ❖ Tickets will be distributed to employees once exit interviews are complete and badges handed over.
- ❖ The POC reports to the NSE / Sponsor when all actions are complete. He / she will be the last person to depart KAF.
- ❖ NSE / Sponsor notifies CAC and other agencies of the completion of demobilisation.



KAF CONTRACTOR DEMOBILISATION

- Individuals failing to leave KAF after obtaining air ticket from employer will be sent off KAF.
- Number of sanctions will be applied against the violators including placement on the Excluded Parties List and **DISBARMENT OF THE SENIOR MANAGEMENT OFFICIALS.**





Questions ?

COMKAF CJ ENG ESTATES

Land Return Guidance





Land Return Guidance

A REMINDER!



- Before you dig, build or occupy land you must:

- ☐ ***Have sponsor approval: UK, USA or NATO***
- ☐ ***Submit project to COMKAF: via IPB process***
- ☐ ***Obtain and follow dig permit: Requires IPB approval***

IPB = Infrastructure Planning Board



Land Return Guidance



COMKAF CJ Eng Estates focus now on draw-down activity and retrograde support.



Specific guidance available IOT ensure NSEs and contractors they sponsor remediate & return vacated land to COMKAF correctly.

***Tenants Charter & Land Return Guidance document
8 Jan 2013 (available from your NSE).***



Land Return Guidance

Land Remediation:



***All contaminated ground – inc
HAZMAT, sewage, POL pollution.***

***Includes exterior of compound (where
pipelines connected).***



Land Return Guidance

Demolition & Disposal - Construction:

- ☐ ***Remove Tier 2 structures of wood/metal cladding and RLBs.***
- ☐ ***Removal of K-Span structures on a case-by-case basis.***
- ☐ ***Concrete pads can remain (where specs known) reinforced 3,000psi/C35 - all others must be removed.***
- ☐ ***Tier 3 structures (brick/pre-cast & in-situ concrete) may remain, no other material to be left inside without written permission from COMKAF Estates Office.***



Land Return Guidance

Demolition & Disposal – Life Support Services:



☐ ***Remove all Unit/Contractor owned water, sewer, comms, HV & LV lines.***



☐ ***NATO owned transformers to remain.***

☐ ***Main sewer/water line connections capped & protected to ensure integrity of KAF infrastructure.***



☐ ***Remove all above/below ground black, grey and non-potable water storage.***



Land Return Guidance

Land Topography



- ☐ *Fill all significant holes (as agreed with COMKAF Estates).*



- ☐ *Remove all scrap material/debris.*



- ☐ *Removal of fences/concrete barriers/HESCO on a case-by-case basis.*



Land Return Guidance



Questions ?

Remediation Tips:

1. Ensure a remediation plan is in place and that monies are allocated to avoid delay.
2. Inform sponsor of remediation plan: have ultimately responsible for return of land to COMKAF.
3. Arrange inspection of remediated land with sponsor when complete.
4. When sponsor has approved they will approach COMKAF to inspect.
5. Leave KAF with a clear conscience, clean boots and a good reputation!





COMMON ISSUES WITH CONTRACTORS' COMPOUND



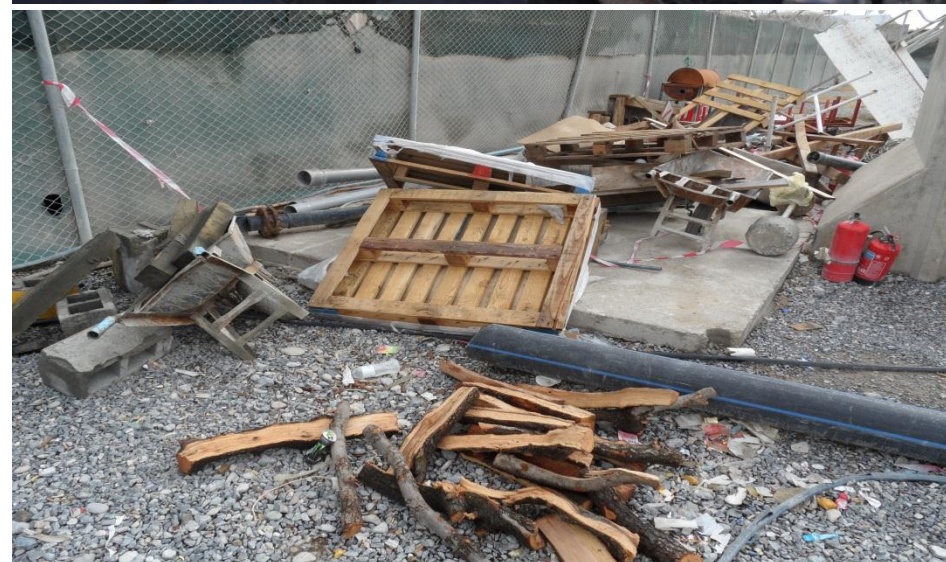


COMMON ISSUES WITH CONTRACTORS' COMPOUND





ILLEGAL DUMPING



NON SENSITIVE INFORMATION RELEASABLE TO PUBLIC



COMKAF / NSE TASK FORCE INSPECTION

- **This is a COMKAF / US RSG Joint Venture involving a range of SMEs.**
- **Both military and contractor locations are subject to no-notice inspections.**



COMKAF / NSE TASK FORCE INSPECTION

- **Verifies compliance with statutory standards and regulations, the Tenants' Charter and relevant SOPs, in particular:**
 - ❖ **Personnel Accountability (Badges and Exit Interviews).**
 - ❖ **Contraband Items.**
 - ❖ **Contract Sponsorship and Registration (as per COMKAF Memo dated 03 December 2012).**
 - ❖ **Complaints / grievances.**



COMKAF / NSE TASK FORCE INSPECTION (contd)

- **Verifies compliance with statutory standards and regulations, the Tenants' Charter and relevant SOPs, in particular:**
 - ❖ **Health, Safety, Fire and Environmental standards.**
 - ❖ **Land, accommodation and worksite management as per Infrastructure Planning Board (IPB).**
 - ❖ **Medical coverage (physicals and medical arrangements).**



QUESTIONS?





KAF BADGING PROCEDURE





Required Documentation

SOP 379

Kandahar Airfield Access Policy

Issue date 07 Nov 2012

Section 5 refers





Required Documentation (contd)

- Passport (or copy).
- National / NATO Security Clearance.
- Or Criminal Background Check.
- Written proof of employment on KAF.



US Sponsored Contracts

- PERSTAT List – US contractors.
- Provided by 652nd RSG weekly.
- Contractors responsibility to provide information to 652nd RSG in a timely fashion.
- **No Name – No Badge!**



US Common Access Card (CAC)

- Valid as a form of KAF ID.
- For a maximum of 7 days.
- Only when physically accompanied by a US Passport.



Wearing of Badges



Kandahar Airfield Access Policy

Issue date 07 Nov 2012

Section 4

refers



Wearing of Badges (contd)

ISAF / FAC / Mil ID (when in civilian dress) must be visibly displayed at all times.

- **Photo side and colour clearly visible from 10 metres.**
- **On the front of external garment / uniform.**
- **Between neck and waist.**



Exit Procedures



Kandahar Airfield Access Policy

Issue date 07 Nov 2012

Section 9

refers

Exit Procedures (contd)

All contractors must attend a SVS Exit Interview when:

- Moving between companies.
- Contract expires.
- Employee quits or has contract terminated.
- Leaves KAF for an indeterminate period of time.





Exit Procedures (contd)

It is the losing company's responsibility to ensure employees attend an Exit Interview.



Escort Procedures

SOP 379

Kandahar Airfield Access Policy

Issue date 07 Nov 2012

Section 12 refers





Escort Procedures (contd)

- A single authorised / trained escort may escort a maximum of 2 vehicles and 5 persons.
- A team (2 persons) of authorised / trained escorts may escort a maximum of 6 vehicles and 10 persons.

Provided that:

- Escorts can positively control all vehicles and all operators at all times.
- In the case of 4 or more vehicles, one escort vehicle must be placed to the front and to the rear of the convoy.



Escort Procedures (contd)

When escorting personnel, escorts must:

- Maintain visual contact and remain within 10 metres of their charges.
- Maintain accountability (tazkera / passport numbers etc.).
- No swapping between escorts.
- Ensure escorted personnel display ID correctly.
- Ensure escorted personnel strictly adhere to KAF SOP's.
- Ensure personnel remain within their designated work area.



Escort Procedures (contd)

- **Personnel to be collected from ECP's promptly.**
- **Ensure personnel are instructed not to report for work if escorts are unavailable to pick them up.**
- **Ensure personnel exit KAF by 1730hrs (unless authorised late by KAFSO) using the same ECP they entered through.**
- **You are responsible for the safety and well being of your escorted personnel.**
- **Report any and all suspicious activity to the JDOC, FP or IMP.**



Questions ?



COMKAF Force Protection Tennant Responsibilities

➤ **Individuals to undertake Immediate Action Drills.**

- ❖ **For IDF: Prone position, wait 2 minutes**
- ❖ **Seek Shelter.**
- ❖ **Secure your compound – Enact Compound Security Plan.**
- ❖ **Verify ID of all personnel in your area.**





COMKAF Force Protection Tennant Responsibilities

- ❖ Take accountability for all your personnel.**
- ❖ Report accountability where required.**
- ❖ If you see anything suspicious or you require assistance; call JDOC.**



Flight Line Security



DOs

- ☐ Talk with FLS Patrols and give them your security issues in your areas.
- ☐ Lock your own user gates correctly with a combination lock and provide combination to COMKAF FLS Manager.
- ☐ Repair gates or fences if broken or damaged.
- ☐ Ask FLS when you have any doubts about security guidance or procedure.



DON'Ts

- ☐ Wait until the expiration date of your RAB or vehicle pass before changing it.
- ☐ Park your car too close to the parked plane and/or DAC Ramp.
- ☐ Try to pass taxiing aircraft.



Questions ?



US 652nd RSG - US National Support Agency Kandahar Airfield



More pics on www.obstacol.com



NON SENSITIVE INFORMATION RELEASABLE TO PUBLIC



US 652nd RSG PERSTAT

- **Send to the group mailbox only!**
grp.KDHRRSGDHR.org@afghan.swa.army.mil
- **DO NOT abbreviate the company name when submitting the PERSTAT.**
- **There will be no more memorandums issued for KAF badges.**



US 652nd RSG Registration

- Email contractor registration packets to grp.kdhr.us.rsgcontractorregist@afghan.swa.army.mil
- **NEW PROCESS!** Plan accordingly as it takes 3-5 weeks to complete.
- You need to know which major command that the contract falls under / works for! This is going to be either 3ID, 311th, 451st AEW, or 1st TSC (4-401st). If on the chance you don't fall under any of these categories you have to find the name and email of the first GO in your Chain of Command.



US 652nd RSG AR Requests

- AR Requests and Exit Interviews are not processed through Human Resources Department any more.
- You need to see us for these functions.

POC information:

- Room 13 in building 241. In the compound known as the Six Flags next to the Luxembourg DFAC.
- Hours are Mon – Fri, 0800 – 1700.
- 318-841-3428.



US 652nd RSG DMV

- All vehicles that are going to be driven on KAF for more than 24 hours at a time **MUST BE REGISTERED!**
- To receive registration you must be authorized by the VMARB.
- **Registration MUST BE renewed every 6 months!**
- The VMARB requires that US Military or DoD civilians attend!
- The letter of justification has to be signed off by an O-6 or GS-15 equivalent.
- Contractors have to be accounted and represented in the board by the Unit that they work for.
- Contractors that aren't sure of who this is, needs to contact their COR (Contracting Officer Representative).
- Many commands have NTV representatives: i.e. 451st AEW, 311th ESC, DynCorp, 3ID and 4-401st.



US 652nd RSG UMT

US 652nd RSG Garrison Chaplain's Office at KAF

- A Vibrant and Growing Ministry, Caring for the Spiritual Resiliency of US Military and DoD Personnel, Contractors, and Civilians.
- A Diverse, Ecumenical, Multi-Cultural and International Religious Ministry with over 60 - Religious Services, Studies, and Events.
- Facilitates, Coordinates and Supports over 40 Chaplains and Chaplain Assistants in their ministry from RC(S), and the 451st AEW/HC.



US 652nd RSG UMT

US 652nd RSG UMT MISSION STATEMENT

- The US 652nd RSG UMT will nurture the living, care for the wounded and honor the dead in a Joint International, Interagency and Multinational (JIIM) context within Garrison at Kandahar Airfield (KAF) by:
 - Directing and the maintenance of the Chaplain Resiliency Center (CRC) and the Chapel Ministry Center (CMC).
 - Coordinating and scheduling over 60 ecumenical religious services, studies, and or religious events.
 - Supervision, scheduling and maintenance of the Fraise Chapel, South Park Chapel, and the Fest Tent.
 - Facilitation and Support of the Dignified Transfer Ceremonies.



US 652nd RSG DOL

Requirements

- **Meal Cards & Laundry Bags**

- Assumption of Command Letter

- DA 1687 Signature Card

- Personnel Roster (Excel Format)

- DA 1610 or LOA

- PERSTAT Verification (Civilians)

- **Port–A–Potties (Porta-Loo), Hand Wash Station**

- Written Request

- Map Location

- Submit ISR through 652 RSG

- **Special Meal Request (SMR)**

- BBQ's

- Special Meal

- Letter of Justification

- Written Request

- Authorization



US 652nd RSG DOL

Supply

- **General Supplies**

- Sponsored government agencies
 - Lift and Sustain Coalition Partners

- **Accounts**

- SSA
 - CIF
 - RFI

- **Turn-In**

- DRMO
 - RPAT
 - Use of TPE planner for disposition

- **TMR's**

- Retro-Sort
 - DRMO Bulk Turn In



US 652nd RSG DOL

Billeting

- The Priority of Fill for the permanent hard stand buildings (MODs and RLBs) is U.S. Military and Embedded Nations first, then DOD Civilians, and finally Contractors.
- LNOs provide a buffer between their Unit/Company and the Billeting Office. We expect the role of the LNO to increase dramatically with new changes to the billeting mission. LNOs must provide a 1687, Assumption of Command Memo and Fire Warden Memo.
- Each unit that arrives is assigned a footprint. Units can choose to house a married couple in their footprint in the RLBs, but we do not provide additional space to accommodate these couples. Married couples are housed in male section and females walk to their latrines and showers.



US 652nd RSG DOL

U.S. Garrison Command Housing Snapshot

- Permanent Billets

Modular Housing

RLBs

Harvest Falcon

- Transient Housing

RSOI Buildings

RSOI Tents

Harvest Falcon

Camp Patriot



US 652nd RSG DOL

Permanent Billets

- Permanent residents are individuals who are assigned to and reside on KAF for 91 days or more.
- KAF Permanent billets are:
 - Modular Housing (MODs)
 - Re-locatable Buildings (RLBs)
 - Harvest Falcon (Tent City)



Questions ?



Question and Answer Session



NON SENSITIVE INFORMATION RELEASABLE TO PUBLIC



COMKAF Legal Advisor

Kandahar Airfield

